



MEENAXEE RAJ, HCS

उप सचिव

Deputy Secretary

19522  
24/10/16

हरियाणा राज भवन  
चण्डीगढ़ - 160 019

HARYANA RAJ BHAVAN,  
CHANDIGARH-160 019

HRB- DSRB-2016/ 8220  
14<sup>th</sup> October, 2016

For requisite on/compliance

To

L-R  
20-10-16

All the Administrative Secretaries to Government of  
Haryana  
All the Heads of Department in the State of Haryana.

Sub:

Reg. Memorial/representations made before the  
Hon'ble Governor, Haryana.

U.S.L. Sir,  
Sr. A.C. (Bachw)  
A.C. (L.H.B.)  
DSE

I have been directed to invite your attention on the subject cited above and to inform you that various memorials/representations are made before Hon'ble Governor of Haryana by various officers/officials employed by the State Government of Haryana. It has often been noticed that on the date of personal hearing, despite adequate notice to the administrative department, officers don't turn up in time. Also, officers below the rank of Superintendents are being sent by the department to conduct the cases before the Hon'ble Governor, Haryana. These officials are often ill-equipped with the details of the cases & fail to explain them properly.

Now, it has been desired by the Hon'ble Governor that AD/HOD or any Gazetted Officer should be deputed from the department concerned who is able to present the case properly. Such officer must be well acquainted with the facts of the case. The name(s) of officer presenting the case on behalf of the AD/HOD must be intimated to the undersigned at least a week in advance.

Regards,

Meenaxee Raj  
(Meenaxee-Raj, HCS)  
Deputy Secretary  
Haryana Raj Bhavan